

Massillon Civil Service Commission

City of Massillon, Ohio

Phone: (330) 830-1763

Fax: (330) 830-1778

Email: civser@massillonohio.com

OPPORTUNITY FOR EMPLOYMENT

Date of Issue Monday, January 23, 2017

Filing Date Deadline Friday February 3, 2017 4:00 P. M.

NOTICE OF COMPETITIVE EXAMINATION

The Massillon Civil Service Commission will conduct a competitive examination for the position of **Waste Water Treatment Plant Operator-No License**. The eligibility list established from this examination will be used to fill classified positions at the City of Massillon Wastewater Treatment Plant. Entry level wage is \$17.21 hour subject to swing shift annually.

Day and date: Saturday, February 11, 2017: Check-in time 8:30 A.M. Examination 9:00 A.M.

Location: The Massillon Recreation Center 505 Erie St. N, Massillon, Ohio 44646

Applications and a detailed Notice of Competitive Examination outlining minimum qualifications, filing of applications, scope of examination, bonus credit, accommodations, and other useful information are available Monday- Friday in the Civil Service Commission Office in the Municipal Government Annex Administration Building, 151 Lincoln Way E., Massillon, Ohio 44646 and on the Massillon City Website, under City Services (Civil Service Commission; job opportunities.) Applicants must file a completed application in the Civil Service Commission Office no later than Friday February 3, 2017 at 4:00 P.M. The City of Massillon is an Equal Employment Opportunity Employer and a Drug-Free Workplace.

DUTIES

Operates a variety of wastewater treatment facility equipment (e.g. Chlorination unit, bar screen, vacuum filters, tertiary treatment devices, etc.).

Takes samples of waste water treatment process and performs lab testing.

Inspects and performs maintenance on equipment.

Unloads and mixes chemicals as required.

Perform other related duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of wastewater treatment systems and facilities, safety practices and procedures

Ability to recognized unusual or threatening conditions and take appropriate action, and work alone.

Demonstrate physical fitness.

Carryout instructions in written, oral, or picture form.

Work with co-workers on group projects.

FILLING OF APPLICATION

Application must be made on forms available from the Massillon City Website or the office of the Massillon Civil Service Commission, Municipal Government Annex Administration Building 151 Lincoln Way East (also known as the Huntington Bank Building and across the street from the Lincoln Theater), Massillon, Ohio 44646.

To be eligible, applicants must show they are a reliable worker and must be a United States citizen or have legally declared their intention to becoming a United States citizen. Applicants must have a high school diploma or General Education Diploma (GED).

Applicants must successfully complete a background check prior to appointment. Completed application forms and bonus credit documentation must be filed in the Office of the Civil Service Commission before Friday, February 3, 2017 at 4.00 p.m. with a \$10.00 non-refundable filing fee in the form of a check or money order payable to the "City of Massillon." Cash, debit or credit cards will not be accepted.

SCOPE OF EXAMINATION

The written examination will consist of questions in the subject areas of waste water science, mathematical problem solving, reading comprehension, safety, following instructions, and other related areas. There is a two-hour time limit to complete the examination. Applicants may be subject to further examination at the time of interview.

Use of battery powered non-printing calculators will be permitted. (NO CELL PHONE APPS)

Applicants attaining a minimum passing score of seventy percent (70%) on the written examination will be placed on an eligibility list ranked according to total score. Per Section 124.26 of the Ohio Revised Code, the eligibility list expires upon filling or closing of the position. An expired eligibility list may be used to fill a position of the same classification within the same appointing authority for which the list was created. But, in no event shall an expired list be used more than one (1) year past its expiration date.

BONUS CREDIT - DOCUMENTATION & STANDARDS

Veteran's Preference: In accordance with Section 124.123 of the Ohio Revised Code, any applicant discharged from the uniformed services or transferred to the reserves with evidence of satisfactory service who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, with more than one hundred eighty days (180) of active duty service pursuant to an executive order of the President of the United States or an act of the congress of the United States shall receive additional credit of twenty percent (20%) of the total grade given awarded in the examination provided a passing grade is attained. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes initial entry- level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination provided a passing grade is attained.

Applicants receiving credit for service in the uniformed services (active duty) shall not receive additional credit for service in a reserve component of the armed forces, including the Ohio National Guard. Applicants must file a certificate of service or Honorable Discharge (Form DD 214 - Long Version) to the Civil Service Commission at the time of application filing to be eligible for credit

Massillon City Residency: An additional credit of twenty percent (20%) of the person's total grade scored in the examination shall be given to applicants who have maintained a permanent residence within the boundaries of the City of Massillon for six (6) continuous months immediately prior to the

date of the written examination. Applicants must submit proof of residency satisfactory to the Civil Service Commission at the time of application filing to receive credit. Documentation received after the filing dead line will not be considered for bonus credit.

Twenty percent (20%) is the maximum bonus credit attainable and credit will only be awarded when the minimum acceptable written examination score of seventy percent (70%) is achieved.

EQUAL EMPLOYMENT OPPORTUNITY

Qualified applicants will receive consideration for employment without regard to race, gender, religion, national origin, age, political affiliation, or any other non-merit factor. The City of Massillon is a drug-free workplace.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Applicants qualified to take the examination will be admitted to the test site upon presentation of their Driver's License or other valid photo-identification card acceptable to the examiners. Applicants unable to present acceptable photo identification will not be examined.

PROHIBITION OF CELL PHONES AND OTHER ELECTRONICS DEVICES

Cell phones, pagers, wristwatch alarms and other electronic devices with audible tones are prohibited during the examination and violators are subject to dismissal from the examination.

BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION

Elaine M Campbell, Chairperson; Tony Townsend, Secretary; and Margaret Elum, Assistant Secretary